



Biddick
Academy

**Human Resources Manager
Application Pack**

Full time

37 hours TTO plus 2 weeks (41 weeks)

Closing Date: Friday 8th January 2021 at 9am

Dear Applicant

Thank you for your interest in the post of Human Resources Manager at Biddick Academy.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish. This post is crucial in continuing to develop an outstanding team who strive for excellence in all aspects of school life.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Miss K. Morris

Headteacher

Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1100 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wide variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

Senior Leadership Team

The successful candidate will be joining a supportive, experienced and ambitious Senior Leadership Team who are motivated by a shared desire to make a tangible contribution to student outcomes by supporting and developing our middle and senior leaders. The HR Manager plays a vital role in ensuring that we recruit, develop and retain the best, whilst valuing and supporting all of our employees in an inclusive and equitable culture.

Working with the Headteacher and Director of Business and Finance, the HR Manager will develop and implement a people strategy for the Academy, recognising the particular requirements of the teaching and support staff, and supporting the overall aims and ethos of the school.

Human Resources Manager
Required for March 2021
Grade POG (£38,890 – £41,881) to be pro rata to TTO 41 weeks
37 hours per week

Biddick Academy is a thriving, oversubscribed secondary school conveniently located 10 minutes' drive from Newcastle and Durham. We are passionate about education and believe that all students can and should achieve their full potential. Our extensive range of extra-curricular opportunities motivate students to aim high. The Academy enjoys an excellent reputation within the local community. We continually strive to inspire learning, unlock potential and achieve success for every student.

We are seeking to appoint a Human Resources Manager to join our team. The successful candidate will have:

- A relevant degree or equivalent and be CIPD qualified (or a willingness to work towards)
- Substantial experience in a generalist HR role at this or a similar level
- Experience of coaching and supporting line managers across a full range of HR/LD activities
- Excellent and up to date knowledge of employment law with the ability to apply it practically to workplace situations
- Good influencing skills and the ability to foster and maintain successful working relationships with colleagues and stakeholders

At Biddick Academy you will be joining a team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and excellent professional development opportunities.

We welcome socially distanced visits and would be delighted to show you around our Academy to fully appreciate our excellent learning environment and facilities. Please contact Mrs Karen Southwick at southwick.k@biddickacademy.com to arrange a visit or an informal discussion regarding the role.

To apply, please complete an application form and return to Mrs Karen Southwick at the email address above.

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.

Closing date for application: Friday 8th January 2021 at 9am

Interviews: Monday 18th January 2021



Human Resources Manager

PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable	Method
Relevant degree or equivalent	✓		A
CIPD qualified or willing to work towards	✓		A
Evidence of ongoing recent professional development	✓		A

Knowledge and Experience	Essential	Desirable	Method
Substantial experience in a generalist HR role at this or a similar level	✓		A
Excellent and up to date knowledge of employment law with the ability to apply it practically to workplace situations	✓		A/I
Experience of recruitment up to a senior level	✓		A/I
Experience of coaching and supporting line managers across a full range of HR/LD activities	✓		A/I
Experience of design, implementation and on-going performance management systems	✓		A/I
Experience of leading on organisational change projects including restructure and redundancy programmes	✓		A/I
Experience of managing complex case work including absence management, disciplinary, grievance etc.	✓		A/I
Knowledge and experience of educational systems and environment		✓	A/I
Knowledge and experience of working with trade unions, professional associations and key stakeholders		✓	A/I
Design and delivery of training/coaching events		✓	A/I

Skills and Competencies	Essential	Desirable	Method
Excellent communication and interpersonal skills with the ability to present information in a manner appropriate to the audience, including good presentation skills	✓		I
Highly motivated with the ability to work unsupervised, using own initiative	✓		I
Good influencing skills and the ability to foster and maintain successful working relationships with colleagues and stakeholders	✓		I
Good ICT skills and the ability to use Microsoft office software	✓		A/I
Ability work under pressure and to meet deadlines	✓		I

Personal Attributes	Essential	Desirable	Method
Ability to build strong working relationships with colleagues and the wider school community, gaining the confidence and respect of peers	✓		I
Professional, friendly and approachable	✓		I
Able to work confidently with tact and discretion	✓		I
Confident when dealing with difficult situations	✓		I
Ability to support and challenge decision making with professional integrity	✓		I
An understanding of, and a commitment to, Equality and Diversity (acting as a role model in setting high personal standards which others can aspire to)	✓		I
Commitment to safeguarding and promoting the welfare of children and young people	✓		I

A – Application Form
I – interview

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Job Description

Post Title:	Human Resources Manager
Responsible to:	The post holder is directly accountable to the Headteacher
Grade	Grade POG – pro-rata to TTO plus 2 weeks
Main Responsibilities	<ul style="list-style-type: none"> • The Human Resources Manager has responsibility for providing a comprehensive, efficient and effective HR service throughout the Academy by providing a proactive support service on a full range of HR issues whilst ensuring that the Academy meets its statutory employment and equality obligations. • The Human Resources Manager will assist in enabling leaders to take responsibility for people management, acting as an adviser and providing support for high risk/complex issues. • The Human Resources Manager will be expected to contribute to the vision and development of the overall Academy; act as a role model, and also to work collaboratively with individuals and teams internally in the Academy and with its partners.
Main Duties	<p><u>HR Administration</u></p> <ul style="list-style-type: none"> • Responsible for the administrative function of HR, for example, all record keeping, absence recording, and the production of all HR documentation. • Responsible for ensuring that all HR policies and policies are regularly reviewed and continue to reflect up-to-date employment law, STPCD and associate staff pay and terms and conditions, and best practice; and produces HR updates for all staff, as appropriate. • To ensure up to date and accurate data entry, at all times complying with the requirements of General Data Protection Regulations. • To undertake exit interviews and ensure feedback is acted upon where appropriate. • To monitor and analyse data including turnover rates, absence, equal opportunities information, health and safety issues and trends etc, reporting to line managers / leaders with recommendations for future action. • To manage leave of absence, out of school activity requests and the daily cover list to meet requirements and oversee trends and patterns. • Lead on safer recruitment practices and ensure correct maintenance of the single central register. • Ensure pre-employment checks are completed in a timely manner and recorded to the single central register. • To design and administer staff surveys and make appropriate recommendations from results collated. <p><u>Recruitment and Retention:</u></p> <ul style="list-style-type: none"> • Understands the Academy's improvement plan to ensure the organisational structure is effective and supports leaders in planning headcount, ensuring staffing levels are sufficient. • To lead on recruitment processes to ensure that the Academy attracts high calibre candidates.

- To prepare and develop all recruitment materials including policies, job descriptions, person specifications, adverts and information packs for candidates.
- To coordinate the advertising of all vacancies through agencies, social media or other sources.
- To control and organise the recruitment process, sending correspondence and reference requests and producing questions and forms for the interviews.
- Lead and manage the induction process for all new employees.
- Ensure that probationary periods are managed, monitored and fully documented.
- To advise and assist line managers in all aspects of the recruitment and selection and induction processes, ensuring that statutory and best practice requirements are satisfied. This will include participating in selection panels as necessary.
- To ensure offers of employment and associated contract documentation are within HR policy, including appropriate employment checks.
- To support the senior leadership team to ensure that people management/succession plans are in place that supports the development of employees and Academy objectives.

Performance Management:

- To design, implement and maintain a fit for purpose appraisal system for all employees.
- To negotiate requirements and accomplishment-based performance standards, outcomes, and measures within a performance development planning system for all employees.
- To provide training and guidance to employees and line managers on performance management and improvement.
- To work with line managers to ensure measurable targets are set annually for objectives arising from the improvement plan and that systems/processes are in place for the performance management of these.
- To provide coaching to staff on both progression and hitting the required standard.
- To administer incremental progression including the completion of relevant correspondence.

Training and development:

- Develop and keep up to date a staff handbook and induction programme for new staff.
- To provide training and development, coaching and team building support to staff where necessary to improve their performance.
- To work closely with line managers to collate an Academy-wide Training Needs Analysis.
- To manage the local introduction of new or revised policy and process issues, including delivery of local workshops, ensuring line managers are appropriately equipped and supported in introducing and managing such changes.
- To lead on the preparation, and delivery, of line managers training programmes. To ensure that the content of the training is relevant to training needs identified and in line with current best practice and legislation.
- To provide on-going line management briefing, coaching, through one to one or group leading sessions, to ensure consistent application of Academy policy and adherence to best practice in the management of all people management issues.
- To facilitate the development of people management skills in leaders by advising on matters of employment law and the best employment practice and the interpretation of terms and conditions of HR policies and procedures.

Employee Relations:

- To advise, coach and support line managers in the handling of all employee relation matters, such as disciplinary, capability/performance, sickness absence and grievances as appropriate, including preparation for and presentation of appeals.
- Provide appropriate advice on maternity/paternity advice regarding entitlement to leave and pay and undertake maternity risk assessments.
- To support the Academy in resolving matters of conflict at the earliest opportunity and providing an independent mediation role where appropriate.
- To communicate sensitive information on a range of employee relation issues such as sickness absence/punctuality, disciplinary matters, termination of contracts etc.
- To monitor short and long-term sickness, advising line managers and ensuring that staff are managed in accordance with policy, to enable return to work at the earliest opportunity.
- Provide policy advice and guidance to all employees requiring assistance and providing options for individual (confidential) support as appropriate.
- To make suggestions and implement strategies to ensure the health and well-being of employees.
- Lead on HR related consultations with trade unions.

Pay and Reward:

- Provide guidance and support on general pay queries to employees.
- To be responsible for the administration of all payroll and pension processes.
- Ensure all staff are issued relevant notifications of pay, e.g. payslips, P60, annual pay statements for teaching staff, letters confirming changes to salary etc.

General:

- To provide regular updates to leaders/Trustees on key issues including coordination of papers for the HR Committee.
- To attend meetings, briefings and ad-hoc working groups as appropriate.
- To use expertise to provide educational benefits for students, for example, curriculum vitae knowledge.
- To play an active role in all staff meetings and chair management meetings when required, producing minutes where necessary and communicating relevant information to employees.
- To meet regularly with other managers to discuss people issues and performance within the designated faculties.
- To take responsibility for specific HR-related projects from time to time and as required researching, progressing and co-ordinating the project and making recommendations for future action within the Academy.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To co-operate in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To maintain confidentiality and observe GDPR at all times.
- Attend HR network meetings and events.
- To undertake other duties as requested by the line management. If any other duties become a regular requirement of the post, the Job Description will be reviewed.
- To be fully compliant with the Academy's Safeguarding Policy and contribute to the safety and supervision of students on site.

**Generic
Responsibilities**

The post holder will:

- Be an excellent role model for students and staff;
- Contribute to the wider life of the Academy including duties as and when required;
- Attend Academy events and activities;
- While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;
- Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.